

Deputy County Clerk I

Nature of Work

This is responsible administrative and accounting work assisting with the daily operations of the Sevier County Clerk's office. Primary responsibilities associated with the job include assisting customers both in person and on the telephone on issues primarily dealing with vehicle titles and registration and license renewals. In addition, incumbents also assist with processing and issuing hunting and fishing licenses, notary bonds and licenses and collect state and local taxes including beer taxes, and vehicle and boat taxes. Deputy Clerks have extensive contact with the public and are subject to a high volume of work during certain times of the month. Job responsibilities require the maintenance of detailed records pertaining to daily transactions and incumbents are required to balance all funds received on a daily basis. In addition, incumbents must possess good organizational, interpersonal and decision making skills, dedicated attention to detail and unquestionable integrity. Job performance is evaluated by the Chief Deputy Clerk and the County Clerk through review of the accuracy and completeness of daily transactions, level of support provided to the County Clerk's office, interpersonal, organizational and decision making skills and ability to perform job related duties in a timely and efficient manner.

Illustrative Examples of Work

- Assists the public by answering questions and providing information about the County Clerk's office services and procedures in a courteous manner.
- Answers the phone and provides information or refers the call to the appropriate office.
- Sells vehicle tags and processes renewal registrations for vehicles, boats, motorcycles, etc.
- Issues vehicle titles and duplicates for the general public and for vehicle dealerships.
- Assists with issuing new business licenses and collecting fees for new business licenses and renewals when necessary.
- Computes and collects sales tax owed based upon the sales price of vehicles, boats, RV's etc. and looks up the value of items sold by individuals when necessary.
- Processes applications for replacement titles and/or lost plates or decals.
- Locates public records and issues certified documents.
- Assists with collecting and receipting payments due for marriage licenses, business licenses, hunting and fishing licenses and waterfowl stamps.
- Issues applications for handicap placards and laminates documents and placards when necessary.
- Collects motel taxes and assists with preparing month end reports when necessary.
- Makes notations of liens placed upon vehicle titles for banks and other financial institutions.
- Registers out of state titles for individuals moving into the county from other states.
- Researches and attempts to correct title applications that have been rejected by the state.
- Places month and year decals and county stickers on license plates for sale to the public.
- Issues dealer license plates for automotive dealers in the county.
- Processes in-coming mail and distributes as necessary.
- Completes title applications for mobile homes and issues mobile home installer stickers.

- Assists with maintaining an adequate inventory of license plates and other state required forms.
- Assists with clearing all titles on the statewide database on a daily basis.
- Enters information into computer and updates information as needed.
- Balances personal cash drawers at the end of each day.
- Types letters, forms, etc. and notarizes documents when necessary.
- Assists with reconstructing vehicle titles that have been purged from the statewide system.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from a four year accredited high school; experience working in an office setting that deals with the public; experience receipting money and performing routine bookkeeping duties; experience operating computer terminals and entering data; dedicated attention to detail; good organizational, interpersonal and decision making skills; or any equivalent combination of education, training, and experience to provide the following critical knowledge, abilities, and skills:

- Knowledge of the State of Tennessee Motor Vehicle Department vehicle registration and renewal regulations and rules governing the issuance of applications for lost titles, registrations, license plates and decals.
- Knowledge of the rules and regulations pertaining to the issuance of hunting, fishing and boating licenses for the State of Tennessee.
- Knowledge of the Sevier County Clerk's office policies and procedures.
- Knowledge of the rules and regulations governing the issuance of beer permits, collection of beer taxes and local and state reporting requirements.
- Knowledge of the regulations governing the collection of motel taxes including all local and state reporting requirements.
- Knowledge of the regulations governing the issuance and renewal of public notaries.
- Knowledge of modern office practices, procedures and equipment.
- Some knowledge of the regulations pertaining to the collection of business taxes for Sevier County.
- Some knowledge of the rules and regulations pertaining to the issuance of marriage licenses and other public records.
- Some knowledge of the regulations pertaining to the opening and licensing of businesses located in Sevier County.
- Ability to apply standard operating procedures and guidelines in a consistent and impartial manner.
- Ability to make arithmetic computations and tabulations rapidly and accurately.
- Ability to prioritize and organize daily activities to insure the completion of all job assignments in a timely and accurate manner.
- Ability to consistently make timely and appropriate decisions in accordance with established operational policies and procedures.
- Ability to interact in a professional and courteous manner with the public in person and on the telephone.
- Ability to maintain a high degree of integrity and ethical standards when performing job related duties.
- Ability to acquire and utilize new operating policies and procedures when required.
- Ability to establish and maintain effective working relationships with other co-workers, local

officials and the public.

- Ability to deal effectively with detailed and complex information in spite of frequent interruptions.
- Ability to process and maintain detailed information in an accurate and organized manner.
- Skill in the operation of common office equipment (e.g. typewriters, fax machines, photocopiers, calculators, postage machines, etc.).
- Skill in the use of computer terminals and related software applications.